

**Library Board Minutes
GREENDALE PUBLIC LIBRARY
Wednesday July 18, 2018**

Vice President Busalacchi called the Regular meeting of the Greendale Public Library Board of Trustees to order at 5:00 PM.

Trustees Present: Amidzich, Dombrowski, Huberty, Jensen, Kiltz
Excused: Amidzich
Also Present: Wms-Van Klooster- Library Director

Library Director Williams-Van Klooster stated that the Agenda for this meeting had been published in compliance with the Open Meetings Law.

PUBLIC COMMENTS

Mr Kim Johnson, 6305 Catalpa St, presented his concern regarding a reduction in subscriptions to science-related magazines within the past year. The Library's magazine subscription donation policy was discussed as well as how the library evaluates which titles to subscribe to and how it measures use.

APPROVAL OF THE MINUTES

Trustee Kiltz moved, Trustee Dombrowski seconded approval of the June 20, 2018 minutes.
Ayes: All
Noes: None
Motion to approve: Carried

APPROVAL OF FINANCIAL REPORTS

Check Register: June 2018
Trustee Kiltz moved, Trustee Huberty seconded approval of the June 2018 expenditures in the amount of \$18,700.73
Ayes: All
Noes: None
Motion to approve: Carried

REVIEW OF FINANCIAL STATEMENTS

- a) Expenditures to Actual Comparison: 05/18, 6/18
- b) Revenue to Actual Comparison: 05/15, 06/18
- c) Balance Sheet: 06/18

UNFINISHED BUSINESS

None

NEW BUSINESS

- a) Library 2019 draft budget was reviewed and discussed. Wms-Van Klooster noted that MCFLS reciprocal borrowing revenue will be substantially lower than previous years. He said this revenue is based on the number of Greendale items checked out to non-residents during the previous year, which was much less than the years before. Wms-Van Klooster spoke with MCFLS Director Steve Hesper to identify what variables might have influenced the drop. Hesper noted that libraries occasionally experience wide fluctuations in lending patterns due to factors that are difficult to pinpoint, sometimes based on patron behaviors such as avoiding road construction or facility improvements at other nearby libraries. Wms-Van Klooster noted that he considered other factors involved but not fully attributable to this large drop, such as

all public libraries experiencing circulation declines in general and big weeding efforts made for the recent library interior reconfiguration. Wms-Van Klooster will bring more information to the Board at a future meeting to hopefully shed more light on this drop.

Wms-Van Klooster also noted that he projected conservatively for donations because Friends fundraising seems to have slowed lately, with most Friends revenue coming from the book sale carts and Sharehouse Goods sales.

Trustees discussed the Library Board's strategy for bringing to Village Trustees a budget deficit and request for tax levy appropriation increase. Also discussed were Library staff increases approved at the June meeting and if there is parity with average increases for other Village staff. Williams-Van Klooster will inquire with Village administration and report back at a future meeting.

b) Library 2018 budget end of year estimates were briefly discussed.

c) RFID annual license payment was discussed. Wms-Van Klooster said that a lapsed payment in 2016 caused two invoices to be required that year though only one was paid. This has caused the library to be billed twice each following year. To avoid further accounting complications Wms-VK suggested several solutions including vendor negotiation on the billing terms or making both payments in 2018 to bring the account current.

Trustee Kiltz moved, Trustee Jensen, seconded tasking Wms-VK with renegotiating the vendor contract to postpone billing to 2019. If that negotiation fails Wms-VK is to make two payments in 2018 to bring the account current.

Ayes: All

Noes: None

Motion to approve: Carried

INFORMATIONAL AND DISCUSSION ITEMS

a) Director's Report-Wms-Van Klooster highlighted staff cooperation in serving Summer Readers at the front desk, high teen program attendance and Marty Lubing Day Proclamation made by the Village Council.

b) Library Staff Report-in packet

c) President's Report-None

d) Friends of the Greendale Public Library Report-None

e) Greendale Public Library Foundation Report-None

CORRESPONDENCE

None

ADJOURNMENT

The meeting adjourned at 7:05 PM.